

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES May 16, 2023

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Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:01 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

### Roll Call:

Laurel Napolitani, Chairwoman  
Joseph Roth, Vice Chairperson  
Gerald Norton, Secretary – arrived at 6:14 p.m.  
Angelo Accetturo, Treasurer

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel, John Inscho, Executive Director; and Susan Wright, Administrative Assistant.

Lori Ciesla, Warren County Commissioner, WCPRMUA Liaison, was also present, as well as William Godfrey, Chief Operator J. Wasser and Operator R. Berger from the Oxford WWTP, and Operator M. Berger and Operator B. Snyder from the Belvidere WWTP.

TOUR: At approximately 6:05 p.m., the tour of the Belvidere facility began and concluded at approximately 6:55 p.m. and the meeting continued.

Chairwoman Napolitani led everyone in the Pledge of Allegiance and then read the Introductory Statement.

### MINUTES

Mr. Accetturo moved, and Mr. Norton seconded to approve the minutes of the April 18, 2023 regular meeting, as presented. All in favor, motion carried.

Mr. Accetturo moved, and Mr. Roth seconded to approve the minutes of the April 18, 2023 executive session, as presented. All in favor, motion carried.

### CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Email correspondence dated May 8, 2023 from William Godfrey advising the Board of his resignation as Commissioner effective immediately.

2. Notice from Ricciuti Enterprises, LLC, to the White Township Board of Adjustments for the approval of a resolution granting the certification of pre-existing non-conforming use of the property known as Block, 14, Lot 26, located at 577 Brass Castle Road, Township of White, County of Warren, pursuant to N.J.S.A. 40-55D-68.

#### ENGINEER'S REPORT

Mr. Madison was not in attendance; however, his report was provided to the Commissioners prior to the meeting. Chairwoman Napolitani inquired if there were any questions. There were no questions or comments.

#### CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

All customers paid on time this quarter.

Mr. Inscho advised that one of the lawnmowers at the Belvidere plant, which was 18 years old, is not working any longer. He has received several prices to replace the lawnmower. Mr. Inscho inquired if the mower can be purchased as a capital expense, and Mr. Francisco agreed.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

#### EXECUTIVE DIRECTOR

Belvidere: Still having issues with the Mechanical Screen.

Clarifier: Will set up a schedule with Alpine to repair the paint on Tank 1 and Tank 3. Denied Alpine's Change Order #5 for the \$47,000.00 for the plug.

OSHA: Still must complete the paving and the sidewalks and then we will be compliant. We have until June 18, 2023 to complete all the work.

The generator for the Belvidere pump station should be in by next week. The transfer switch for Oxford should also be in sometime next week as well.

Oxford: Mr. Inscho advised that a mag meter will be placed on the line coming out of Spring Meadow.

Sludge Tank has been completely repaired.

Still working with Elizabethtown Gas to get natural gas at Belvidere.

## AUTHORITY CHAIRWOMAN

Chairwoman Napolitani expressed how the Board will miss Mr. Godfrey. The County will be filling the vacancy.

Chairwoman Napolitani advised the Board that she, Mr. Inscho and Ms. Wright watched a webinar regarding loans and grants for water and wastewater disposal. It was much more focused on loans than grants, which is what we are preliminary interested in. There are a lot of opportunities for grants and will continue to investigate what is available.

Our AllMax software is ready for an upgrade, which is at no cost to the Authority.

Chairwoman Napolitani, once again, opened a discussion regarding continuing healthcare for the two new Operators upon their retirement, which has not been offered since 2015. No formal action has been taken thus far. Mr. Roth suggested that the Board offer it to them from the date of their retirement until Medicare takes over at 65 years of age. Mr. Francisco advised that he will find out the County's criteria for retirement (tiers) and the costs associated with carrying them from retirement age until age 65. Formal action will be taken at next month's meeting.

Mr. Roth moved to approve Resolution #23-16 authorizing the Authority to enter into an Agreement with the North Jersey Wastewater Cooperative Pricing System. Mr. Norton seconded. All in favor, motion carried.

## FINANCE

Mr. Accetturo moved that Resolution #23-17 (Certificate No. 441: \$65,012.80) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #23-18 (Certificate No. 447: \$8,837.82) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Roth seconded. All in favor, motion passed.

## UNFINISHED BUSINESS

Mr. Accetturo inquired whether the Authority needs to formally request our Engineer to speak on our behalf regarding the pump station/pipeline in White Township at any future meetings with the Township. Mr. Inscho will request an update on this issue with White Township and then reach out to the Engineer.

## NEW BUSINESS

Ms. Wright advised the Board that this year July 4<sup>th</sup> is on a Tuesday and therefore, requested that instead of taking Election Day (November 7<sup>th</sup>) as a holiday that we be able to take the Monday before (July 3<sup>rd</sup>) off as well. This is just for 2023. Mr. Roth moved to approve the switch of the

Election Day paid holiday to Monday, July 3, 2023, to those employees that wish to do so. Mr. Norton seconded. All in favor, motion passed.

Mr. Godfrey expressed his appreciation to sit on the Board this year.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At approximately 7:20 p.m., Mr. Roth moved, and Mr. Norton seconded to adopt Resolution #23-19, to enter into an executive session to discuss personnel matters. All in favor, motion passed. Mr. Francisco, Ms. Wright, Mr. Godfrey, County Commissioner Ciesla and the Operators were excused during said executive session.

At 7:44 p.m., Mr. Norton moved, and Mr. Roth seconded to return to open session. All in favor, motion passed.

No action was taken and therefore, no overview was presented.

As there was no more business to come before the Authority, Mr. Roth moved for the meeting to be adjourned. The meeting was adjourned 7:45 p.m.

*Susan Wright*  
Susan Wright  
Administrative Assistant

**RESOLUTION NO: 23 – 16**

**RESOLUTION AUTHORIZING THE WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITY AUTHORITY TO ENTER INTO AN AGREEMENT WITH THE  
NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM PURSUANT TO  
N.J.S.A. 40A:11-11 (5)**

**WHEREAS**, the Warren County (Pequest River) Municipal Utility Authority seeks the ability to purchase goods and materials at reasonable prices for its operations;

**WHEREAS**, the Warren County (Pequest River) Municipal Utility Authority desires to become a member of the North Jersey Wastewater Cooperative Pricing System, NJWCPS, effective May 16, 2023 and, that such membership shall be for the period ending November 24, 2024, and each renewal, thereafter of the system, unless the Warren County (Pequest River) Municipal Utility Authority elects to formally withdraw from the system;

**NOW, THEREFORE, BE IT RESOLVED**, by the Warren County (Pequest River) Municipal Utility Authority that it will apply for and become a member of the North Jersey Wastewater Cooperative Pricing System, NJWCPS, and Certify that the foregoing is a true copy of a Resolution adopted by the Warren County (Pequest River) Municipal Utility Authority, on May 16, 2023 to become a member of the North Jersey Wastewater Cooperative Pricing System, NJWCPS.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

By: Laurel Napolitani  
Laurel Napolitani, Chairwoman

**CERTIFICATION**

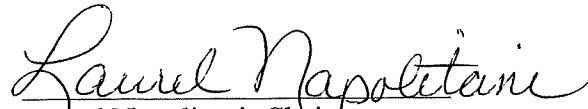
I, Gerald Norton, Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a memorializing resolution adopted by a majority of all members of the Authority at a regular meeting of the Authority held on May 16, 2023.

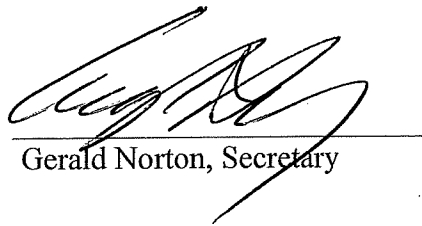
Gerald Norton  
Gerald Norton, Secretary

**RESOLUTION RE:**

EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF APRIL, 2023 & MAY, 2023

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of May 16, 2023, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2023 budget.

  
Laurel Napolitani, Chairwoman

  
Gerald Norton, Secretary

Certificate No. OP 441

Dated: May 16, 2023

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 0

**APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: May 16, 2023**

**BE IT RESOLVED**, that the following bills are approved by the Authority for payment from the Operating Fund in accordance with the Authority's Bond Resolution:

Vendor Invoices:	Date:	
Check #21538-21547:	04/25/23	\$1,385.88
Check #21548-21575:	05/15/23	<u>\$63,626.92</u>
	<i>Total:</i>	<i>\$65,012.80</i>

PENTAMATION  
 DATE: 04/25/2023  
 TIME: 10:21:22

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 4/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21538	10101	04/25/23	BRIGHTSPEED	5076	309373198	36.19
21538	10101	04/25/23	BRIGHTSPEED	5076	309801924	9.95
21538	10101	04/25/23	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.04
21539	10101	04/25/23	CINTAS CORPORATION	5043	4146618836	50.82
21540	10101	04/25/23	COMCAST	5076	8499052660035827	45.42
21540	10101	04/25/23	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					202.27
21541	10101	04/25/23	COMCAST	5076	8499052650021506	357.38
21542	10101	04/25/23	CRS, LLC	5029	3740	44.85
21542	10101	04/25/23	CRS, LLC	5029	3741	60.00
21542	10101	04/25/23	CRS, LLC	5029	3742	51.00
21542	10101	04/25/23	CRS, LLC	5029	3746	21.00
	TOTAL CHECK					176.85
21543	10101	04/25/23	ELIZABETHTOWN GAS	5070	S. WATER STREET PUMP	36.79
21544	10101	04/25/23	JCP&L	5071	FLOW METER	4.09
21545	10101	04/25/23	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	61.25
21546	10101	04/25/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	148.15
21547	10101	04/25/23	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	282.24
	TOTAL FUND					1,385.88
	TOTAL REPORT					1,385.88



PENTAMATION  
 DATE: 05/11/2023  
 TIME: 10:16:19

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 5/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21548	10101	05/15/23	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21549	10101	05/15/23	28 ADT COMMERCIAL LLC	5026	FRONT DOOR SECURITY	20.00
21550	10101	05/15/23	80 ARAMARK	5043	WORK JACKETS	356.02
21551	10101	05/15/23	239 BRIGHTSPEED	5076	309480336	37.09
21551	10101	05/15/23	239 BRIGHTSPEED	5076	309538602	61.00
21551	10101	05/15/23	239 BRIGHTSPEED	5076	310890069	41.44
			TOTAL CHECK			139.53
21552	10101	05/15/23	271 COLLIERS ENGINEERING & DE	5545	GEN ENGINEERING APRIL	8,041.40
21553	10101	05/15/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21554	10101	05/15/23	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	230.65
21555	10101	05/15/23	294 CRISTAL ASSOCIATES, LLC	5030	BELV. PAPER PRODUCTS	203.25
21556	10101	05/15/23	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES APRIL	850.00
21557	10101	05/15/23	650 GODFREY, WILLIAM	5011	MONTHLY STIPEND	233.33
21558	10101	05/15/23	935 JCP&L	5071	100003352968	162.70
21558	10101	05/15/23	935 JCP&L	5071	100004188262	6,745.00
21558	10101	05/15/23	935 JCP&L	5071	100004582811	4.09
21558	10101	05/15/23	935 JCP&L	5071	100004911044	7,430.83
21558	10101	05/15/23	935 JCP&L	5071	100004952337	320.41
21558	10101	05/15/23	935 JCP&L	5071	100005061898	66.95
21558	10101	05/15/23	935 JCP&L	5071	100005205917	722.55
			TOTAL CHECK			15,452.53
21559	10101	05/15/23	1215 MAIN POOL & CHEMICAL CO.,	5521	APRIL BILLING	5,087.40
21560	10101	05/15/23	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21561	10101	05/15/23	1340 NEW JERSEY AMERICAN WATER	5072	APRIL WATER	21.27
21562	10101	05/15/23	1360 NISIVOCIA LLP	5028	AUDIT SERVICE FY2022	8,050.00
21563	10101	05/15/23	1387 NORTH EAST PARTS GROUP, L	5025	629718	34.58
21563	10101	05/15/23	1387 NORTH EAST PARTS GROUP, L	5025	629860	93.67
21563	10101	05/15/23	1387 NORTH EAST PARTS GROUP, L	5025	629861	25.99
			TOTAL CHECK			154.24
21564	10101	05/15/23	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.67
21565	10101	05/15/23	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE APRIL	11.44
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	CREDIT	-27.15
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	N112799-71	363.50
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	N112800-71	100.00
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	N112801-71	225.00
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	N112802-71	382.00
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	N112964-71	335.50
21566	10101	05/15/23	1343 PACE ANALYTICAL SERVICES,	5509	N112966-71	382.00

PENTAMATION  
 DATE: 05/11/2023  
 TIME: 10:16:19

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 5/23


FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21566	10101	05/15/23	PACE ANALYTICAL SERVICES,	5509	N113198-71	65.50
	TOTAL	CHECK				1,826.35
21567	10101	05/15/23	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL APRIL	4,788.00
21568	10101	05/15/23	PYRZ WATER SUPPLY CO., IN	5024	INVOICE NO. 46680	942.40
21569	10101	05/15/23	RIGO GENERAL HARDWARE	5024	219357	9.68
21569	10101	05/15/23	RIGO GENERAL HARDWARE	5024	219423	47.48
21569	10101	05/15/23	RIGO GENERAL HARDWARE	5024	219609	44.98
21569	10101	05/15/23	RIGO GENERAL HARDWARE	5024	219610	19.76
	TOTAL	CHECK				121.90
21570	10101	05/15/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
21571	10101	05/15/23	SANICO INC.	5024	DUMPSTER FEE MAY	297.80
21572	10101	05/15/23	SPECTRASERV INC	5079	SLUDGE HAUL APRIL	6,630.40
21573	10101	05/15/23	SPECTRASERV INC	5079	OXFORD PUMP STATIONS	6,565.00
21574	10101	05/15/23	SPS ENGINEERING, INC	5024	YOKE & PIVOT BLOCKS OXFOR	955.00
21575	10101	05/15/23	WILSON PRODUCTS	5024	APRIL BILLING	24.00
	TOTAL FUND					63,626.92
	TOTAL REPORT					63,626.92

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF APRIL, 2023

**I HEREBY CERTIFY** that the bills listed for CAPITAL IMPROVEMENTS are in  
accordance with the Authority's budget.

  
Laurel Napolitani, Chairwoman

  
Gerald Norton, Secretary

Certificate No. CI 447

Dated: May 16, 2023

Moved by: Mr. Accettura

Seconded by: Mr. Rota

Yes 4

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: May 16, 2023**

Alpine Painting – Oxford Storage Tank:	\$ 8,240.32
Colliers Engineering – Mechanical Screen:	\$ 70.00
Colliers Engineering – Belvidere Clarifier:	<u>\$ 427.50</u>

<i>Total</i>	\$ 8,837.82
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PENTAMATION  
DATE: 05/11/2023  
TIME: 10:29:15

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21576	10101	05/16/23	1805 ALPINE PAINTING & SANDBLA	19001	OXFORD STORAGE TANK	8,240.32
21577	10101	05/16/23	271 COLLIERS ENGINEERING & DE	19002	MECHANICAL SCREEN	170.00
21577	10101	05/16/23	271 COLLIERS ENGINEERING & DE	19001	BELV CLARIFIER REHAB	427.50
			TOTAL CHECK			597.50
			TOTAL FUND			8,837.82
			TOTAL REPORT			8,837.82

**RESOLUTION**

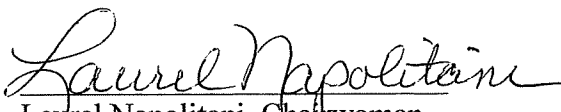
**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist.

**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:  
Personnel
3. It is anticipated at this time that the above subject matter will be made public when appropriate.
4. This Resolution shall take effect immediately.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

  
Laurel Napolitani, Chairwoman

Dated: May 16, 2023